



## COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

### DEPARTMENT OF HUMAN RESOURCES

#### CLASS SPECIFICATION

UNCLASSIFIED

#### PUBLIC ADMINISTRATOR/PUBLIC GUARDIAN

Class No. 002158

#### ■ CLASSIFICATION PURPOSE

To provide conservatorship and decedent estate administration services for the residents of San Diego County; and to perform related work.

#### ■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Health & Human Services Agency, Public Administrator/Public Guardian Office. Under administrative direction, the Public Administrator/Public Guardian is responsible for the overall management of the Public Administrator's Office providing conservatorship and decedent estate administration services for the residents of San Diego County.

#### ■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

##### Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Public Administrator Office providing conservatorship and decedent estate administration and fiduciary services for the residents of San Diego County.
2. Directs the development and implementation of policies and procedures concerning departmental services.
3. Directs the development and implementation of departmental plans and programs.
4. Acts as administrator over an estate or conservatorship.
5. Directs the investigations of an estate's assets.
6. Coordinates the activities of other departments and outside agencies in the administration of an estate.
7. Participates in the legal defense of an estate or conservatorship by consulting legal counsel and judges and providing estate information in the course of providing court testimony.
8. Directs the approval and arrangement of property sales.
9. Develops the Public Administrator/Public Guardian's Office annual budget and monitors revenue and expenditure transactions.
10. Conducts fiscal analysis and prepares cost projections.
11. Identifies operational problems and formulates appropriate solutions.
12. Prepares reports and correspondence.
13. Acts as liaison with other public and private agencies and provides information to county departments, the public, and agency representatives on departmental activities.
14. Supervises subordinate staff.
15. Provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referral.
16. Devises strategies, formulates policies, and directs operations to ensure the county's objectives are met.

17. Serves as liaison for selection committees to hire support staff at all levels.
18. Provides administrative oversight for the storage and disposal of unclaimed property.
19. Oversees the review, analysis, negotiation and sale of decedent or public property.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Methods of real estate transactions and maintenance of records.
- Principles of the legislative process.
- The interrelationships of governmental agencies and jurisdictions.
- Effects of current and pending legislation on local government.
- Policy/procedure development and implementation related to the Public Administrator/Public Guardian's Office.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- Principles and practices used in estate administration, guardianship and conservatorship.
- Laws, regulations, codes and court decisions regarding estate administration, guardianship, and conservatorship to include probate court procedures.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of staff involved in providing conservatorship and decedent estate administration services for the residents of San Diego County.
- Coordinate departmental services with County departments and public/private agencies in the administration of an estate.
- Ensure that departmental activities conform to federal, state, and local laws and regulations.
- Act as administrator over an estate or conservatorship.
- Direct the investigations of an estate's assets.
- Direct the approval and arraignment of property sales.
- Assist legal counsel in defending an estate or conservatorship and provide estate information during court testimony.
- Identify and resolve departmental operational problems.
- Prepare an annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Demonstrate knowledge of purchasing/sales and estimated value of a variety of machinery and equipment.
- Demonstrate knowledge of insurance claims analysis and public records management.
- Exemplify analytical, detail oriented, and flexible decision-making.
- Maintain creditworthiness and exercise fiduciary responsibilities.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens. Incumbent occasionally works in settings that are hazardous and unpleasant. Incumbent may be exposed to unpleasant sights and smells, insects, rodents and contagious disease.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

#### Conflict of Interest

Per Section 708 of the County Charter, the Public Administrator may not act as a private administrator, executor, or administrator with the will annexed.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: October 22, 1964  
Revised: April 17, 1992  
Reviewed: Spring 2003  
Revised: May 27, 2004  
Revised: August 17, 2004  
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